



Weare Public Library

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Board of Trustees

Raymond J. Kelly, Chairman

Susan Morin, Treasurer

Jill Tacy, Secretary

Paul Marsh, Alternate

Terri Wahnowsky, Alternate

Christine Hague, Director

Minutes

Board of Trustees Meeting

Thursday September 2, 2010

Present: Ray Kelly, Susan Morin, Jill Tacy, Trustees; Paul Marsh, Alternate Trustee; Christine Hague, Director.

The meeting was called to order at 6:32

Acceptance of Minutes:

Meeting minutes were reviewed, Chair Kelly moved to accept the minutes of the August 5, 2010 meeting, Treasurer Morin seconded and all were in favor.

Public Hearing:

A public hearing came to order at 6:36 pm. to accept \$229.84 in funds from donations, income generating equipment, other (see attached table) and a Dell Power Edge T300 server with Windows 2003 OS. Roland Beauregard, a patron of the library obtained this server and would like to donate it to the library. Treasure Morin moved to accept the funds and the server, Chair Kelly seconded the motion. All present were in favor. The public session ended at 6:44 pm.

Reports:

Director's Report

The Friends' and Lions' book sale on August 28 was very successful. Approximately \$2500 was raised. The Friends are selling flower bulbs along with the Historical Society. They plan to do another fundraiser near Christmas time.

Some maintenance at the library was completed. Plants to replace the perennials pulled out by the volunteer crew were purchased or donated this month. The library landscaping is in good condition except for the trimming of shrubs. Preliminary results from asbestos testing indicate that there is asbestos in the caulking around the windows and on the roof around the flashing but the floors are asbestos free.

Programs – Planning for upcoming children's programming is about to begin. Ruff Readers is again being offered. Complications with the schedule are being worked out. Eight children signed up for the program. The adult book group met on August 25 to discuss *Stern Men* by Elizabeth Gilbert. Seven people attended. Three people attended the senior coffee hour and only one showed up for the senior brown bag lunch and crafts.

Chair Kelly moved to accept Director's report, Treasurer Morin seconded and all present were in favor.

Trustee's Report

Treasurer Morin reported that we have \$9799 in trust funds and \$6440.95 in the book/fax account. The Trustees talked about the 2010 figures so we know what can be gross budgeted for 2011.

Old Business:

Flooring Repair Project

We do not have any of the asbestos testing results in writing at this time. The initial response from RPF Associates indicates that there is not any asbestos that would affect the flooring project. Director Hague will wait until she receives the report before requesting bids. Director Hague suggested holding a special meeting at the end of the bid period so that the Trustees would be able to examine and approve a bid for the flooring project. Once the Trustees approve a bid the Board of Selectman will be contacted for final approval of the bid.

The library will need volunteers to help move books and prepare for the flooring project. This will be discussed further after the bids are received and a contractor has been approved.

Masonry Repairs

Director Hague stated that it is very hard to find people who do historic masonry repair. The mason who did the Stone building next door bid on this project. Director Hague would like to clarify with one of the bidders to ensure that all of the work we are requesting is included in the bid before going to the Board of Selectman with the bids.

Director Hague is beginning to receive estimates for removing the asbestos from around the windows. Director Hague will now begin collecting estimates for the roof replacement.

Budget

Director Hague made the changes to the budget that were suggested at the last meeting. Director Hague is planning to purchase another computer as suggested and approved by the Trustees previously. This purchase will occur in the next few days.

New Business:

New circulation Software Purchase

The trustees discussed buying new circulation software this year. We have to decide how to do this project. Do we want to store the circulation information here or on an outside database? Treasurer Morin asked what the pros and cons were for both options. Director Hague said we will need to consider how much data transfer would cost, what features we get and what the annual cost would be for options that include an outside database. For online circulation if our cable goes down the library will be without circulation until the cable is back up. Director Hague is willing to research both options and talk with or visit other libraries that are using these types of circulation software.

Discussed NH Downloadable books and buying membership for next year. Circulation has increased with Downloadable books. The Trustees discussed how the service works and ways to ensure that the public knows about this service.

Staff review

Director Hague is part way through the staff reviews using the new forms that we have. She will complete the rest of the staff reviews and the Trustees will complete Director Hague's review. It was discussed that several employees would like to move/progress farther than their current position will allow. The idea of having a stipend so employees could receive further training was discussed. It was also discussed that the staff could submit proposals with ideas for library programming. The programs would have to be approved and a budget given. Specific guidelines and boundaries would need to be set if we decide to look at this as an option for planning and offering programs.

The Trustees held a roll call vote to enter non-public session pursuant to RSA 91-A:3, II (a), setting compensation. Treasurer Morin – Yes; Chairman Kelly – Yes; Secretary Tacy -Yes; Alternate Marsh - Yes. The Trustees entered a non public session at 8:20. Secretary Tacy moved to exit non-public session at 8:32. The Trustees held a roll call vote to come out of non-public session. Treasurer Morin – Yes;

Chairman Kelly – Yes; Secretary Tacy -Yes; Alternate Marsh – Yes. Non-public session ended at 8:33 pm. The Trustees voted to seal the minutes from the non-public session. All present were in favor.

Asking for a pay classification study through the Local Government Center was discussed to determine what employees should be being paid. Susan Morin will research this through the LGC to get more information.

Chair Kelly made a motion to adjourn and treasurer Morin seconded. All present were in favor.

Meeting adjourned at 8:40 pm.

Next Meeting

Thursday, October 7, 2010 at 6:30 pm.

Respectfully submitted,

Jill Tacy, Secretary

/attachment

Weare Public Library						
September 2, 2010						
Hearing to Accept Funds						
Source		Designation			Amount	
Replace item		books, supplies			\$5.00	
Non-resident card		books, supplies			\$20.00	
Replace card		books, supplies			\$2.00	
Donations		books, supplies			\$90.84	
Income generating equipment		books, supplies			\$112.00	
Total cash					\$229.84	
In-kind donation:						
Dell Power Edge T300 Server					estimated retail	
Windows 2003 OS					starts at \$699.	